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5 February

MEMORANDUM FOR THE CHIEF, ADMINISTRATION AND SERVICES

ATTENTION: Chief, Personnel Division, OSO

**Subject: OSO Testing Program--Clerical
Employees and Desk Audits.**

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1. I discussed the above subjects with [Redacted] Executive for ASM on 4 February 1948, at which time the following arrangements were agreed upon:

OSO Testing Program--Clerical Employees.

a. All OSO stenographic and clerical personnel being initially employed by OSO will be tested for mechanical proficiency by the Personnel Branch, CIA.

b. All OSO stenographic and clerical personnel being considered for promotion will be tested by the OSO Personnel Division. The Chief, Personnel Branch, CIA, will furnish the necessary tests and methods of grading. However, such tests will be graded by the OSO Personnel Division which will determine whether or not employees meet the necessary standards for promotion.

(1) Generally no OSO employee who has not attained a satisfactory rating in the clerical tests will be promoted. However, any waiver of inadequate test results deemed operationally sound, expedient, and for the good of the service will be made only by ADSO personally.

Desk Audits.

a. The Chief, Personnel Division, OSO, will conduct necessary desk audits in OSO to insure that employees are carrying out the duties and responsibilities set forth in their respective job sheets and that such functions are commensurate with their grade level.

2. The Executive Officer, OSO, will work out the necessary arrangements for the above program with the Chief, Personnel Division, OSO, and Chief, Personnel Division, CIA.

DONALD H. GALLOWAY
Assistant Director
Special Operations

CC: Exec. for ASM ✓
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